

Form O



**Supply Point Deregistration Request Form
For Use by Licensed Providers**

Please note that sections 1, 2, 3, 4, 12 and 14 must be completed by Licensed Providers and sections 5 – 11 should be completed where appropriate

1. Licensed Provider Details:

Licensed Provider: _____
Licensed Provider's own Reference: _____
Licensed Provider ID: _____
Contact name: _____
Contact number: _____
Contact e-mail: _____

2. Premises Details:

SAA property reference number:¹ _____
Company Name: _____
Building Number: _____
Building Name: _____
Address line 1: _____
Address line 2: _____
Address line 3: _____
Town: _____
Postcode: _____

¹ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

Contact name at site (if available): _____

Contact number at site (if available): _____

3. Services at the premises to be deregistered:

3.1 Supply Point (SPID) to be deregistered

Water SPID to be deregistered: _____

Water SPID connection date: _____

Date deregistration should be effective from: _____

Sewerage SPID to be deregistered: _____

Sewerage SPID connection date: _____

Date deregistration should be effective from: _____

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

Is there a discharge of Trade Effluent from the premises to the public sewer?

Yes

No

If yes, please provide the Discharge Point ID (DPID): _____

3.2 Meter Details

Please provide details of all revenue meters at the SPID to be deregistered:

	Meter 1	Meter 2	Meter 3
Meter ID:	_____	_____	_____
Physical meter size:	_____	_____	_____
Number of Dials:	_____	_____	_____
Meter serial number:	_____	_____	_____
Date of meter installation:	_____	_____	_____
Most recent meter reading:	_____	_____	_____
Date of reading:	_____	_____	_____

x,y coordinates:

Northing: _____

Easting: _____

Meter 1 location: _____

Meter 2 location: _____

Meter 3 location: _____

4. Reason for the Request:

4.1 Reason for deregistration

Please indicate the reason for the request and complete the relevant section below:

- Demolished: property has been demolished and no longer exists. (Please complete section 5)
- Domestic (change of use): property is no longer trading as a business and is domestic only. *(Please complete section 6)*
- Duplicate SPID: more than 1 SPID has been identified for the same Supply Point. *(Please complete section 7)*
- No Water Connection: property is not connected to the Public Water Supply System. *(Please complete section 8)*
- No Sewerage Connection: property is not connected to the Public Sewerage System. *(Please complete section 9)*
- Bulk (landlord) Meter: services to the property are supplied through a bulk/parent meter/landlord. *(Please complete section 10)*
- Merged Property: a formerly individual property has merged with a neighbouring property and is supplied through a different SPID. *(Please complete section 11)*

Other

If other, please specify:

4.2 Service request history

Please provide any relevant Scottish Water service request reference numbers in relation to the request;

4.3 Licensed Provider Summary

Please provide a summary of your findings and recommended actions; for example, "property demolished 21 September 2009 – deregister water and drainage SPID":

Please complete the relevant section/s below.

5. Demolished:

Please provide the effective date of demolition²: _____

Please provide a demolition certificate in support of your request where available.

6. Domestic (change of use):

Please provide the effective date for the change of use: _____

Please provide the Council Tax reference number for the property: _____

Please provide a Council Tax bill covering the period of commencement of Council Tax payments (date of deregistration) in support of your request.

² The effective date of demolition should be the date provided on the demolition certificate where available. Where no certificate is available the date of deletion on the SAA property register should be used.

7. Duplicate SPID:

7.1 Duplicate SPID to be deregistered

Please provide the existing SPID details of which the SPID to be deregistered is a duplicate.

Please include the full details as held on your records:

Water SPID: _____

Sewerage SPID: _____

SAA property reference number:³ _____

Company Name: _____

Building Number: _____

Building Name: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Town: _____

Postcode: _____

Market Rateable Value of property⁴: _____

SAA Rateable Value of property⁵: _____

Is the Supply Point to be deregistered a duplicate Supply Point registered through the Gap Site process?

Yes

No

If yes, please complete section 7.2

7.2 Duplicate SPID registered through the Gap Site process

³ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

⁴ Market Rateable Value refers to the 1999 value as held in central systems.

⁵ SAA Rateable Value refers to the latest value held against the property on the SAA register

Please complete this section only where the duplicate Supply Point was created through the Gap Site process.

Did you request the registration of the Supply Point through the Gap Site process?

Yes

No

Please provide the details of all data transactions submitted to the CMA in relation to the Supply Point to be deregistered:

Sewerage SPID

T003.0 submitted

Date submitted: _____

Water SPID

T003.0 submitted

Date submitted: _____

T005.1 submitted

Date submitted: _____

Please provide the details of any other data transactions submitted to the CMA in relation to the Supply Point to be deregistered:

SPID	Data Transaction reference	Date submitted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. No Water Connection:

Please indicate why the property is not connected to the Public Water Supply System:

- Private water supply
- No water connection/no services at the premises
- Other

If other, please specify:

If the Sewerage SPID is also to be deregistered please complete section 9.

9. No Sewerage Connection:

9.1 Sewerage

Please indicate where Sewerage from the property drains to:

- No Sewerage facilities at the premises
- Septic Tank
- Soakaway
- Septic Tank and Soakaway
- On-site Treatment Facility
- Other

If other, please specify:

9.2 Property Drainage

Please indicate where surface water from the premises drains to:

- Septic Tank
- Soakaway
- Septic Tank and Soakaway
- On-site Treatment Facility
- Other

If other, please specify:

For septic tanks, please indicate if the septic tank is registered with the SEPA septic tank register:

Yes

No

Please provide the SEPA septic tank registration number and/or the registration certificate in support of the request where available. _____

10. Bulk (Landlord) Meter:

Please provide details of the parent/landlord premises through which services to the SPID to be deregistered are charged.

10.1 Bulk Meter SPID Details

Water SPID: _____

Sewerage SPID: _____

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

10.2 Bulk Meter Address Details

SAA property reference number:⁶ _____

Company Name: _____

Building Number: _____

Building Name: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Town: _____

Postcode: _____

⁶ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

Market Rateable Value of property⁷: _____

SAA Rateable Value of property⁸: _____

10.3 Bulk Meter Details

Meter ID: _____

Physical meter size: _____

Number of Dials: _____

Meter serial number: _____

10.4 Addresses Supplied through the Bulk Meter

Please provide address details for all other units/tenant addresses supplied through the bulk meter. Please provide details on a separate sheet if necessary.

Water SPID (if applicable): _____

Sewerage SPID: _____

SAA property reference number:⁹ _____

Company Name: _____

Unit Number: _____

Building Number: _____

Building Name: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Town: _____

Postcode: _____

Market Rateable Value of property¹⁰: _____

SAA Rateable Value of property¹¹: _____

⁷ Market Rateable Value refers to the 1999 value as held in central systems.

⁸ SAA Rateable Value refers to the latest value held against the property on the SAA register

⁹ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

¹⁰ Market Rateable Value refers to the 1999 value as held in central systems.

¹¹ SAA Rateable Value refers to the latest value held against the property on the SAA register

Current SPID status at the CMA

(Vacant/Occupied/Long Term Vacant etc.):

11. Merged Property:

11.1 Current (merged) premises details

Please provide the current details for the property into which the previous property has merged.

Water SPID: _____

Sewerage SPID: _____

SAA property reference number:¹² _____

Company Name: _____

Building Number: _____

Building Name: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Town: _____

Postcode: _____

Market Rateable Value of property¹³: _____

SAA Rateable Value of property¹⁴: _____

Meter ID: _____

Physical meter size: _____

Number of Dials: _____

Meter serial number: _____

Please provide the date on which the property merged: _____

¹² SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

¹³ Market Rateable Value refers to the 1999 value as held in central systems.

¹⁴ SAA Rateable Value refers to the latest value held against the property on the SAA register

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

Does the merged property only have one connection to the Public Water Supply System:

- Yes
- No
- Unknown

If no, please provide a description of the current connection status. Please include all relevant SPID, address and meter details and any previous Scottish Water service request references in support of your application:

11.2 Previous (unmerged) premises details

Please provide the details of the property/properties which are now merged into the current property (as set out in section 11.1 above) and require to be deregistered. Please provide details on a separate sheet if necessary.

	Property 1	Property 2
Water SPID to be deregistered:	_____	_____
Effective date of deregistration:	_____	_____
Sewerage SPID to be deregistered:	_____	_____
Effective date of deregistration:	_____	_____
SAA property reference number: ¹⁵	_____	_____
Company Name:	_____	_____
Building Number:	_____	_____
Building Name:	_____	_____
Address line 1:	_____	_____
Address line 2:	_____	_____
Address line 3:	_____	_____
Town:	_____	_____
Postcode:	_____	_____

¹⁵ SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

Market Rateable Value of property¹⁶: _____
SAA Rateable Value of property¹⁷: _____
Meter ID: _____
Physical meter size: _____
Number of Dials: _____
Meter serial number: _____
Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

12. Consent to contact the Non-Household Customer:

Scottish Water may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for Scottish Water to contact the Non-Household Customer directly to arrange a visit to the premises?

Yes:
No:

13. Additional Information:

Please provide any additional information relevant to the request where appropriate. If supporting information is provided separately please indicate here:

14. Declaration on behalf of the Licensed Provider:

We hereby acknowledge we have undertaken investigations to confirm the status of Water Services and/or Sewerage Services at this site and that following these investigations we believe this Supply Point should be deregistered for the reason stated above. The information provided in this form is correct to the best of our knowledge and up to date at the date of submission.

Name: _____

¹⁶ Market Rateable Value refers to the 1999 value as held in central systems.

¹⁷ SAA Rateable Value refers to the latest value held against the property on the SAA register

Job Title: _____

Signature: _____

Date: _____